



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: December 17, 2013

TO: Circuit, District, Family and Municipal Court Judges and Staff

FROM: Court Liaisons Kari Ferri, Lee Ann Gaspar and David Handsor
Michigan Department of State

SUBJECT: Abstract Certification

This is a reminder to send or fax your certification into Secretary of State every January and July of each year.

257.732(13) Every person required to forward abstracts to the Secretary of State under this section shall certify for the period from **January 1** through **June 30** and for the period from **July 1 through December 31** that all abstracts required to be forwarded during the period have been forwarded. The certification **shall be filed with the secretary of state not later than 28 days after the end of the period** covered by the certification. The certification shall be made upon a form furnished by the Secretary of State and shall include all of the following:

- (a) The name and title of the person required to forward abstracts.
- (b) The court for which the certification is filed.
- (c) The time period covered by the certification.
- (d) The following statement:

"I certify that all abstracts required by section 732 of the Michigan vehicle code, MCL 257.732; MSA 9.2432, for the period _____ through _____ have been forwarded to the secretary of state."

- (e) Other information the Secretary of State considers necessary.
- (f) The signature of the person required to forward abstracts.

This form can be found on our website: http://www.michigan.gov/documents/BDVR_103_131936_7.pdf

This form can be emailed to the Conversion Unit at sosconv@michigan.gov, or faxed (no cover required) to 517-322-5227, or mailed to Michigan Department of State, Conversion Unit, Lansing, MI 48918.

If you have any questions, please contact Court Liaisons Kari Ferri (517) 636-0962, Lee Ann Gaspar (810) 762-0764 or David Handsor (517) 636-0129.